

# Role Description

<b>Role Title</b>	District Treasurer	<b>Location</b>	Home Based
<b>Reports to</b>	Synod and District Policy Committee	<b>Remuneration</b>	Voluntary - expenses reimbursed.
<b>Time taken</b>	On average, approximately 3-4 hours per week if spread through the year but with peaks and troughs of activity within the financial year.		

## Role Purpose and Objectives

To be part of a collaborative team, working strategically and creatively to shape a sustainable future for Methodism across the West Midlands and to ensure there is proper governance oversight of district funds and expenditure in compliance with statutory requirements.

## Key Responsibilities

### Budgeting and Strategy:

- be part of the Resourcing Mission Committee (RMC), formulating the District's Financial Strategy to match resources to Connexional and District priorities and policies.
- Guide the Finance Officer and District Secretary to ensure budgets are prepared for the District General Fund, District Advance Fund and other funds, and ensure these are presented to the District Policy Committee (DPC) for approval
- in collaboration with the District Secretary, the Finance Officer and Chair of the RMC agree the assessment allocations with the Circuit Treasurers.

### Monitoring

- ensure the Finance Officer and District Secretary monitor budgets and expenditure and have proper accounting systems in place
- periodically review cash flow and bank balances on behalf of the trustees

### Reporting

- ensure the DPC and RMC receive regular reports detailing performance against the budget and fund balances
- with the District Secretary and District Chair, oversee the preparation of the annual Trustees Report and Accounts including liaising with the auditors
- present the Annual Report and Accounts to the DPC and Synod

### General

- act as a signatory on District bank accounts and approve payments using online banking
- liaise with TMCP as required to administer grant payments
- ensure the District Policy Committee appoints an auditor
- respond to requests for financial advice from the circuits where appropriate
- attend the Connexional Treasurer's Forum and Central Finance Board AGM
- be a trustee of West Midlands Methodist District
- attend meetings of the District Synod, District Policy Committee, Resourcing Mission Committee and Audit Committee
- Any other duties as required under Standing Order 012A. (See appendix 1 below)

## Person Specification/Role Requirements

- Preferably a qualified accountant or hold other relevant accounting qualification
- An understanding of financial matters, budgeting and monitoring
- Analytical skills
- Ability to work collaboratively as part of a team
- Administrative and IT skills
- Ability to present financial information clearly in written and spoken formats
- Lay or ordained
- Eligible to be a Trustee of the District
- Member or minister of the Methodist Church

## DBS Check

As the post holder is an ex-officio member of the District Policy Committee (Trustee) this role requires an Enhanced (no barring) check.

## Appendix 1

### Methodist Church requirements for a Treasurer

**Standing Order 012A Duties of Treasurers.** (1) A treasurer of any Methodist fund is responsible for the oversight of the fund and of the assets representing it.

(2) Every such treasurer shall ensure that:

- (i) any relevant trusts are fulfilled;
- (ii) subject to (i), all lawful directions of the Conference are implemented;
- (iii) subject to (i) and (ii), the fund is raised and administered in accordance with the lawful instructions of the committee concerned;
- (iv) any relevant advice of the Charity Commission is taken into account;
- (v) Standing Order 012 is implemented.

(3) For these purposes a treasurer shall arrange for and participate in the preparation of budgets and the monitoring of income and expenditure, or shall ensure that adequate and effective systems are in operation for the discharge of those responsibilities by others.

(4) Every such treasurer shall at all times have access to and the right to call for all relevant information, books of account and records.

(5) In addition to any requirements in Standing Orders relating to particular cases the meeting, committee or other body responsible for the fund concerned may assign to a treasurer additional duties not in conflict with the responsibilities set out in clauses (2),

(3) and (4) above.

(6) A treasurer shall report on all the above matters to the meeting, committee or other body concerned.

**Standing Order 432 2 and 3 Funds.** (1) Contributions payable to and grants received from connexional funds within the District shall be within the purview of the committee (District Council). See Section 36. (2) The committee shall administer the District Expenses Fund. See S.O. 012 for general provisions relating to accounts. (3) The district treasurer for the Methodist Church Fund shall remit to the Connexional Team by the 15th day of each quarter all contributions to the fund received from the Circuits.